

CIA INTERNAL USE ONLY

Rec mat 3-3-1

MEMORANDUM FOR THE RECORD

24 June 1960

SUBJECT: Availability of Filing Supplies in Building
Supply Rooms

REFERENCE: Chief, Records Management Staff memo of 13 June 1960
to Chief, Supply Division, same subject

STAT

1. [] Supply Division, called today to report on action taken in response to our referenced memorandum. He said that Supply Division had taken definite steps to ensure that filing supplies would be available in all Building Supply Rooms. His only reservation was that some supply rooms might not have sufficient quantities of some items to meet unexpected demands. However, all BSO's are being told to see that all requisitions are filled, without redirecting the customer to another supply room.

STAT

2. [] also pointed out that we could help Supply Division serve us, particularly on large orders needed for training kits, if we would give them advance notice on workshops. I assured him we would.



STAT

CIA INTERNAL USE ONLY